

VACANCY ANNOUNCEMENT
MERIT PLACEMENT AND PROMOTION OPPORTUNITIES

Human Resource Office
North Dakota Army National Guard
J1ND-DHR-PSS
P.O. Box 5511
Bismarck, ND 58506-5511

Human Resource Office
North Dakota Air National Guard
119th WING/HR
1400 32nd Ave North
Fargo, ND 58102-1051

Announcement Number: ANG 11-10

Application accepted from: 3 December 2010

thru close of business on: 14 January 2011

Position Title, Series, & Grade: Human Resources Specialist (Military), GS-0201-11/12

Position Description No: 80434000/D1546000

Location of Position: HQ, NDANG, Bismarck, ND

Salary Range: GS-11 \$57,408 to \$74,628 PA
GS-12 \$68,809 to \$89,450 PA

Earliest Fill Date: ASAP

Selecting Official: COL David L. Thiele, J1ND

Appointment Factors:	TECHNICIAN	OFFICER	PERMANENT	NON-SUPERVISORY
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Area of Consideration:

NDANG full time officer personnel and full time enlisted members eligible to be commissioned.
Current officer members of the NDANG and current enlisted members eligible to be commissioned.
NDARNG officer and enlisted members eligible to be commissioned and become members of NDANG (must be assessed into the ANG prior to appointment to full time position).

Compatibility: 038F3

INDIVIDUAL DOES NOT HAVE TO CURRENTLY BE ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION. COMPATIBILITY REQUIREMENTS MUST BE MET OR A SPECIFIC PLAN BE DEVELOPED UPON SELECTION.

Brief Description of Duties:

Provides staff assistance, guidance, and direction concerning Air National Guard (ANG) personnel, administration, training, recruiting, retention, incentive, and budgetary matters. Provides state level coordination of all military personnel programs, including but not limited to: enlistment, appointment, performance evaluation reports, promotion, officer and enlisted selective retention, discharges, separations, recruiting, retention, incentives, and training. Coordinates a statewide incentive program, and serves as the focal point for all matters pertaining to the program. Responsible for the management of the State ANG Retention Program for enlisted and officer personnel. Manages the state Officer Effectiveness Report Program. Manages the federal and state ANG Military Awards Program. Assists in the investigation of and may represent the department on Congressional and other high level inquiries. Monitors the ANG Schools Program and performs follow-on training for Professional Military Education (PME) and all technical schools not associated with inactive duty training. Conducts research on difficult individual personnel and administrative problems. Responsible for supervisory personnel management functions. Hears employee grievances and deals with union representatives as necessary. Provides guidance and coordination of ANG Family Program matters within the state.

SEE REVERSE FOR QUALIFICATION REQUIREMENTS AND INSTRUCTIONS FOR APPLICATION

SPECIALIZED EXPERIENCE: Credit for experience is based on minimum time requirements for EACH of the Knowledge, Skills, and Abilities (KSAs) detailed below. The time frames (identified in months) have been determined by the National Guard Bureau and reflect the basic amount of experience necessary to qualify for the grade of the position. KSAs are defined as:

Knowledge - an understanding of the subject matter obtained through specific academic study and/or specific practical application of the task described.

Skill - a demonstrated capability to perform the task described (i.e. type 35 or more words per minute).

Ability - based on education, work experience, life experience, or a combination of all three, it is reasonable the applicant could perform the task described.

GS - 12 - 36 months experience as determined by the following Knowledge's, Skills and Abilities (KSA's) needed to perform the duties of the position.

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| KSAs | <ol style="list-style-type: none">1. Knowledge of military human resource concepts, practices, laws, regulations, policies, and precedents sufficient to provide advisory and technical services.2. Knowledge of military personnel evaluation systems to provide guidance to senior level commanders and managers.3. Ability to develop and disseminate personnel management programs.4. Ability to communicate, both orally and in writing.5. Ability to establish and maintain effective working relations with peers, supervisors, and other work centers and work collaboratively with other organizations to accomplish goals. |
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MILITARY TRAINING: Training in the appropriate arena will be credited on a week for week basis.

APPOINTMENT FACTORS:

1. Individual selected may be required to obtain a secret security clearance.
2. Position may be filled as an AGR or military Technician appointment at the discretion of the Director of Joint Staff.
3. This position may be occupied by personnel already in AGR status provided both the minimum military requirements and those in ANGI 36-101 are met.
4. Selection to this position may result in military demotion action to grade consistent with current UMD (Unit Manning Document).
5. Permanent Change of Station (PCS) expenses may not be authorized for this position.

HOW TO APPLY:

- a. Submit a personal resume, Optional application for Federal Employment (OF 612), or Application for Federal Employment (SF 171). All documents require a current signature and date.
 - b. Ensure that all work experience, both Civilian and Military, related to the job you are applying for is described in full to include dates of employment.
 - c. Applications must be submitted to the Human Resource office (HRO) to arrive no later than the closing date.
- HR commercial telephone: BISMARCK (701) 333-3365 or FARGO (701) 451-2267

MILITARY TECHNICIANS in the excepted service will wear the military uniform appropriate to their service and grade when performing as a technician. They will comply with the appearance and weight standards contained in the appropriate regulation.

VETERANS PREFERENCE: The National Guard Technicians Act of 1968 (PL 90-486) specifically excludes use of veterans preference for appointments made under the authority of 32 U.S.C. 709. All appointments in the NDNG are made under Title 32 U.S.C.; therefore, Veterans Preference is not applicable.

EQUAL OPPORTUNITY: The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.

SLR & BONUS: Acceptance of a Permanent or Indefinite Excepted position will cause termination from Student Loan Repayment and Bonus Programs (Recoupment is dependent on type of bonus).

Visit us on the Web: www.ndguard.ngb.army.mil/joblisting